



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.24

Subject: Inspections and Visits of Living Units and Activity Areas in Youth Development Centers

Supersedes: DCS 27.24, 07/01/98

Local Policy: Yes

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

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Application

To All Youth Development Center Superintendents, Children's Services Managers, Supervisors, and Designated Department Heads

Authority: TCA 37-5-106

Policy

The youth development center superintendent/designee, children's services managers, and designated department heads shall make visits to the facility living units and activity areas at least on a weekly basis. Supervisory staff shall conduct daily inspections of all areas occupied by youth.

Procedures

A. Local written policy and procedures

Each superintendent/designee must develop a local procedure to ensure visits to units and activity areas are made and documented as required herein. The procedures must be reviewed annually and documented.

B. Weekly visits

1. Weekly visits

To encourage informal contact with staff and youth and to informally observe living and working conditions, the following staff must make weekly visits:

- ◆ Superintendent/designee
- ◆ Children's services managers
- ◆ Designated department heads

2. Areas to be visited

Visits must be made to the following facility areas:

- ◆ Living units
- ◆ Work areas
- ◆ Educational/vocational areas
- ◆ Recreational areas

C. Weekly inspections

Supervisory staff shall conduct a weekly security inspection to unoccupied areas. This inspection is documented in the daily report prepared by the designated supervisor.

D. Daily inspections

Security supervisory staff must conduct daily inspections, including holidays and weekends of all areas occupied by youth. This inspection will be documented in the daily report to their supervisor including matters that may require further attention, e.g., youth or staff concerns, unsafe or unsanitary conditions.

Forms

None

Collateral Documents

None

Standards

ACA 3-JTS-3A-10

ACA 3-JTS-3A-11

DCS Practice Model Standard – 8-306